Digital Pocket Memo

LFH 9600

LFH 9620

For product information and support, visit
www.philips.com/dictation

EN	User manual	3	ES	Manual del usuario	75
DE	Benutzerhandbuch	27	NL	Gebruikershandleiding	99
FR	Manuel de l'utilisateur	51	IT	Manuale di istruzioni	123

PHILIPS

User manual

ENGLISH

1 Welcome 4
1.1 Product highlights 4
1.2 What's in the box 4

2 Important 5
2.1 Safety 5
2.2 Disposal of your old product 5
2.3 Technical support and warranty 5

3 Get started 6
3.1 Overview – controls and connections 6
3.2 Overview – display indicators and symbols 7
3.3 Install the batteries 8
3.4 Recharge the batteries 8
3.4.1 Recharge the batteries through the docking station 8
3.4.2 Recharge the batteries through the USB cable 9
3.4.3 Recharge the batteries using the Philips power supply 9
3.5 Insert and eject the memory card 9
3.6 Format a new memory card 10
3.7 Activate the Digital Pocket Memo 10
3.7.1 Set the language 10
3.7.2 Set the date and time 11
3.8 Power-save mode 11

4 Use your Digital Pocket Memo 12
4.1 Recording 12
4.1.1 Create a recording 12
4.1.2 Record a spoken instruction 13
4.1.3 Add to a recording (insert/overwrite) 13
4.1.4 Finish (lock) a recording 14
4.1.5 Change the recording format 15
4.1.6 Adjust the microphone sensitivity 15
4.2 Playback 16
4.2.1 Overview of playback functions 16
4.3 Delete 17
4.3.1 Delete a file 17
4.3.2 Delete part of a recording 17
4.3.3 Delete all dictations 18

5 Use more of your Digital Pocket Memo 19
5.1 Use Philips SpeechExec software 19
5.1.1 Advanced configuration 19
5.1.2 Download recordings to the PC 19
5.2 Use voice-activated recording 20
5.3 Work with index marks 21
5.3.1 Insert an index mark 21
5.3.2 Delete an index mark 21
5.3.3 Delete all index marks 21
5.4 Assign a keyword 22
5.5 Use Voice Command 22
5.5.1 Voice command training 22
5.5.2 Enter keywords using voice command 23
5.6 Menu settings 24
5.6.1 Menu list 24

6 Technical data 26

1 Welcome

Congratulations on your purchase and welcome to Philips!

To fully benefit from the support that Philips offers, visit our Website for support information such as user manuals, software downloads, warranty information and more: www.philips.com/dictation.

1.1 Product highlights

- The Philips Digital Pocket Memo 9600 series sets new standards in advanced functionality and style. Voice commands, on-board file encryption and password protection are but a few of the powerful features of the 9600. The ergonomic design lends itself to unparalleled user friendliness to create dictations, and the intuitive controls are easy to use.
- The Digital Pocket Memo's asymmetrical and ergonomic design delivers unparalleled user-friendly operation. All buttons are within the sweep-angle of the thumb; a separate on/off switch and the popular 4-position slide switch let you work in the most familiar way.
- Security and confidentiality is ensured through file encryption. Voice files can be real-time encrypted and password-protected to prevent unauthorized access. Another level of privacy is ensured through personal user key codes.
- SpeechExec Pro Dictate, the network-based dictation software, facilitates the sharing and archiving of dictations and streamlines communication between author and transcriptionists. It includes advanced features such as file encryption and integration with legal and medical IT systems.
- The Digital Pocket Memo 9600 can be quick-charged through the USB connection to your PC. This gives you the assurance that your recorder will always be ready to work when you are.
- Assign job data such as keywords simply by speaking them. This increases efficiency and minimizes errors.

1.2 What's in the box

Digital Pocket Memo

CD-ROM

Pouch

USB Docking Station

Rechargeable batteries

SD memory card

Power supply

Mini USB cable

Quick start guide, user manual

2 Important

2.1 Safety

- To avoid short circuit, do not expose the product to rain or water.
- Do not expose the device to excessive heat caused by heating equipment or direct sunlight.
- Protect the cables from being pinched, particularly at plugs and the point where they exit from the device.
- Back up your files. Philips is not responsible for any loss of data.

2.2 Disposal of your old product

- Your product is designed and manufactured with high quality materials and components, that can be recycled and re-used.
- When this crossed-out wheeled bin symbol is attached to a product, it indicates that the product is covered by the European Directive 2002/96/EC.

- Please become informed about the local separate collection system for electrical and electronic products.
- Please act according to your local rules and do not dispose of old products with your normal household waste. The correct disposal of old products will help prevent potential negative consequences for the environment and human health.
- Batteries (including built-in rechargeable batteries) contain substances that may pollute the environment. All batteries should be disposed of at an official collection point.

2.3 Technical support and warranty

This Philips product was designed and manufactured to the highest quality standards. If your Philips product is not working correctly or is defective, contact your supplying Philips Speech Processing dealer who will provide you with the necessary information on how to proceed.

If you have questions that your dealer cannot answer or any other related question, visit www.philips.com/dictation to contact us.

No components are user-serviceable. Do not open or remove covers and do not insert objects not suitable for the specific connectors. Repairs may be made only by Philips service centers and official repair facilities. Failure to do so will void any warranty, stated or implied. Any operation expressly prohibited in this manual, any adjustments, or assembly procedures not recommended or authorized in this manual will void the warranty.

3 Get started

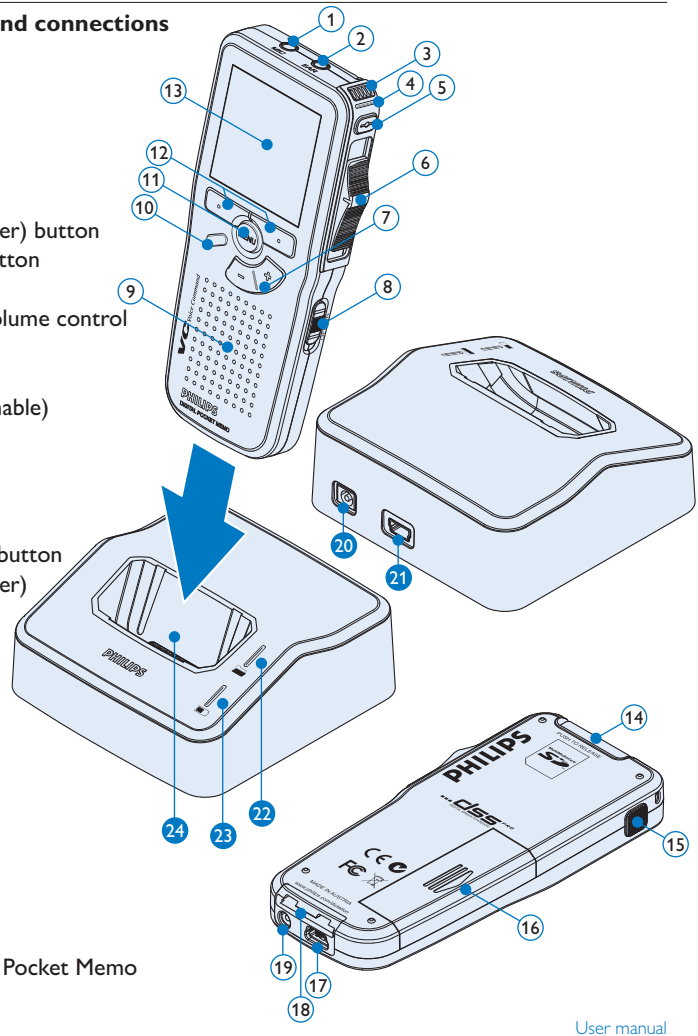
3.1 Overview – controls and connections

Digital Pocket Memo

1. Microphone socket
2. Headphone socket
3. Built-in microphone
4. Status LED
5. LFH 9600: EOL (end-of-letter) button
   LFH 9620: REC (record) button
6. Slide switch
7. +/–, menu navigation and volume control
8. On/off switch
9. Speaker
10. Function button (programmable)
11. Menu button
12. Smart buttons
13. Display
14. Memory card slot
15. LFH 9600: FWD (forward) button
    LFH 9620: EOL (end-of-letter) button
16. Battery compartment
17. USB connection slot
18. Docking station connection slot
19. Power supply socket

USB Docking Station

20. Power supply socket
21. USB connection slot
22. Download indicator LED
23. Charge indicator LED
24. Docking slot for the Digital Pocket Memo

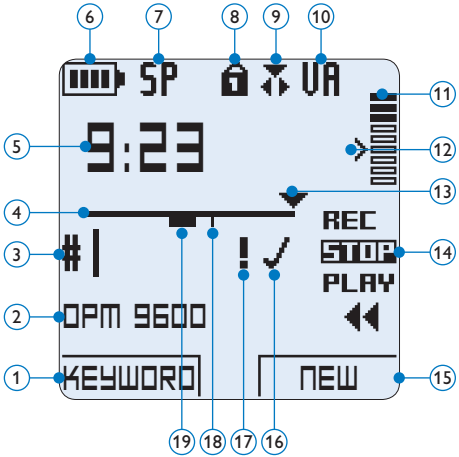


3.2 Overview – display indicators and symbols

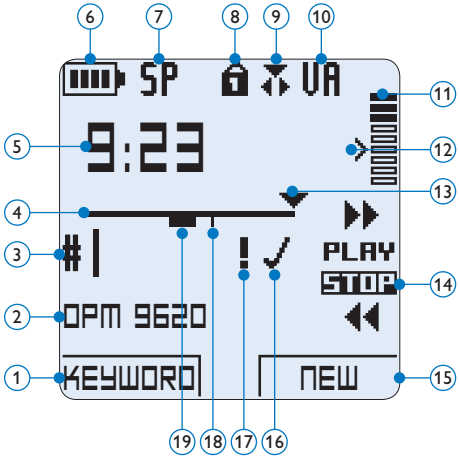
Note

The slide switch has different function placements on each of the two models of the Digital Pocket Memo 9600 series (LFH 9600 and LFH 9620). This user manual will describe functions for both models.

Digital Pocket Memo 9600 with international slide switch



Digital Pocket Memo 9620 with Philips slide switch

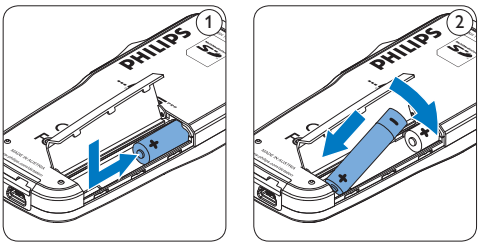


1. Current function of the left smart button
2. Keyword 1 (such as author name)
3. Recording number
4. Position bar
5. Recording / playback time
6. Battery level indicator
7. Recording format
8. Memory card is write-protected (locked)
9. Insert recording mode is activated
10. Voice-activated recording in progress
11. Recording level meter
12. Sensitivity level for voice-activated recording
13. Current position in the recording
14. Positions of the slide switch
15. Current function of the right smart button
16. Recording is marked finished (EOL) and locked
17. Recording is marked priority
18. Recording contains index mark
19. Recording contains spoken instruction

3.3 Install the batteries

The Digital Pocket Memo can be operated with the two rechargeable AAA batteries delivered with the product. Standard (non-rechargeable) AAA alkaline batteries may also be used.

1. The on/off switch of the Digital Pocket Memo must be in the OFF position.
2. Open the battery compartment on the back side of the Digital Pocket Memo by sliding it outwards then folding it up.
3. Insert the two AAA batteries. The correct polarity is indicated on the inside of the battery compartment cover. (1) (2)
4. Close the battery compartment by folding it down and sliding the battery compartment cover inward until it clicks.



Note

Do not mix battery types! Use two rechargeable batteries or two non-rechargeable alkaline batteries.

3.4 Recharge the batteries

The Digital Pocket Memo can be operated with the rechargeable Philips AAA batteries. To recharge these batteries, use the *Docking Station*, the *USB cable* or the *Philips power supply*.

3.4.1 Recharge the batteries through the docking station

1. Make sure that the docking station is connected to the main power supply with the Philips power supply.
2. Insert the Digital Pocket Memo into the docking slot of the docking station and press it down firmly until it locks. The green LED lights up, indicating that the batteries of the Digital Pocket Memo are being recharged in fast recharge mode.
3. Record with the Digital Pocket Memo from the docking station, or switch it off when not being used.
4. When the green LED blinks, recharging is complete and you can remove the Digital Pocket Memo from the docking slot.

Note

When the Digital Pocket Memo is connected to the docking station, it is powered by the docking station and not by the batteries. If the Digital Pocket Memo is operated with rechargeable batteries, the batteries are automatically recharged while the Digital Pocket Memo is connected to the docking station.

3.4.2 Recharge the batteries through the USB cable

When the Digital Pocket Memo is connected to a PC or notebook computer with the supplied USB cable, the rechargeable batteries are automatically recharged. If the USB port on the computer is high powered, a complete recharge cycle takes about 2.5 hours.

Note

The PC must be ON when charging battery via the USB cable connection. The Digital Pocket Memo may become warm during fast recharging.

Important

If the USB port of the computer does not supply enough power capacity (500 mA), disable the *USB quick charge* function in the menu of the Digital Pocket Memo and recharge the batteries using the optional power supply.

3.4.3 Recharge the batteries using the Philips power supply

1. Connect the Philips power supply to the main power supply.
2. Connect the Digital Pocket Memo to the Philips power supply.

Note

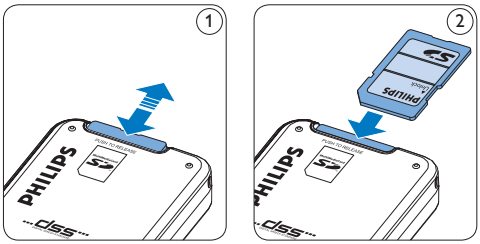
It is okay to continue using the Digital Pocket Memo during recharge. The batteries will be recharged while you work, and will continue recharging even when the Digital Pocket Memo is turned off.

3.5 Insert and eject the memory card

The Digital Pocket Memo operates with a SD (SecureDigital) memory card and supports SD cards with storage capacities of up to 2 GB. Your Digital Pocket Memo is packaged with a memory card already inserted and formatted.

To eject the memory card:

1. Locate the memory card slot on the top back side of the Digital Pocket Memo.
2. Press the memory card into the Digital Pocket Memo until it clicks. (1)
3. Release the memory card. It will slightly emerge from the memory card slot. Simply slide it out.



To insert a memory card:

1. Locate the memory card slot on the top back side of the Digital Pocket Memo.
2. Slide the memory card into the slot. A small illustration under the memory card slot indicates the correct orientation. (2)
3. Push the memory card in until it clicks.

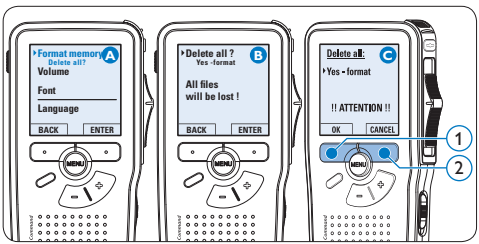
Note

If the Digital Pocket Memo is turned to the ON position and there is no memory card inserted, a warning screen is displayed.

3.6 Format a new memory card

When a new, unformatted memory card (or a memory card that was formatted with a non-Digital Pocket Memo device) is inserted, the Digital Pocket Memo will display a prompt to format the memory card. (A)

1. To confirm and start the formatting process, press the OK smart button (1).
2. To cancel the formatting process, remove the memory card or press the CANCEL smart button (2).

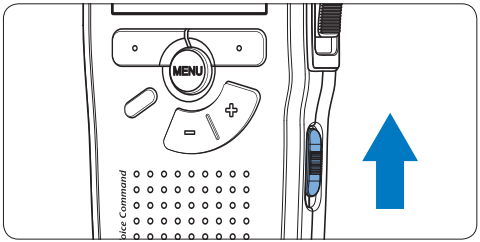


Note

Formatting is not possible if the memory card is in read-only mode (locked).

3.7 Activate the Digital Pocket Memo

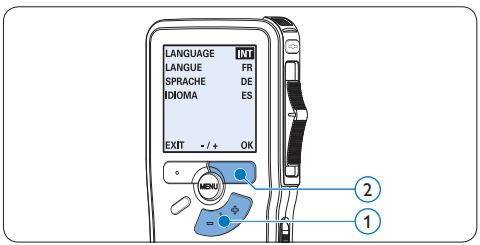
The Digital Pocket Memo is turned on and off by sliding the ON/OFF switch. When using it for the first time, you will be prompted to set the language, date and time.



3.7.1 Set the language

When using the Digital Pocket Memo for the first time, you will be prompted to set the language.

1. Press the + or – button (1) on the Digital Pocket Memo to select a language.
2. Press the OK smart button (2) to confirm the selection. The selected language will be displayed.



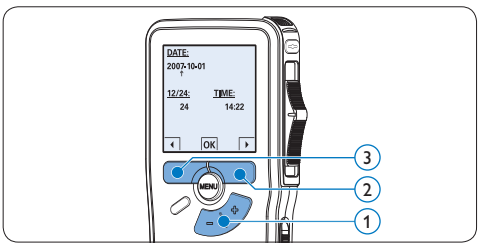
Note

It is possible to change the language later using the menu. See *Menu settings* on page 24 for more information.

3.7.2 Set the date and time

After selecting the user interface language, the Digital Pocket Memo will prompt you to set the current date and time.

1. Press the + or – button (1) to change the value for the year, month or day.
2. Press the ▶ smart button (2) to advance the arrow (↑) to the next entry.
3. After setting the day, press the ▶ smart button (2) to advance the settings to the correct time.
4. Press the + or – button (1) to select a 12-hour or 24-hour clock, AM or PM (if a 12-hour clock is selected), and to change the value of the hour and minute settings.
5. Press the ▶ smart button (2) to confirm the date and time. The Digital Pocket Memo is now ready to function.



Note

If a mistake is made in setting the date/time, use the ◀ smart button (3) any time during the procedure to step back to make corrections. It is also possible to change the date and time later using the menu. See *Menu settings* on page 24 for more information.

3.8 Power-save mode

After four minutes of inactivity, the Digital Pocket Memo automatically goes into power-save mode and the LCD screen will display the date and time. Press any button to reactivate it.

If the Digital Pocket Memo is not used for more than two hours, it turns off completely. Turn the unit on by moving the On/Off switch to the OFF position and then back to the ON position.

4 Use your Digital Pocket Memo

4.1 Recording

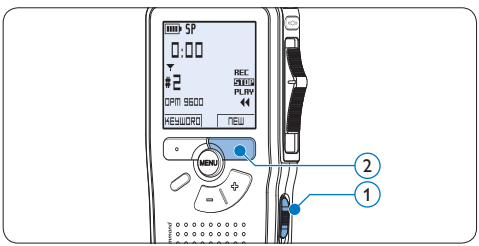
4.1.1 Create a recording

Follow these steps to create a recording with the Digital Pocket Memo:

1. A memory card must be inserted into the memory card slot. See *Insert and eject the memory card* on page 9 for more information.
2. Slide the On/Off switch (1) to the ON position to switch on the Digital Pocket Memo.
3. Press the NEW smart button (2) to create a new recording.

Note

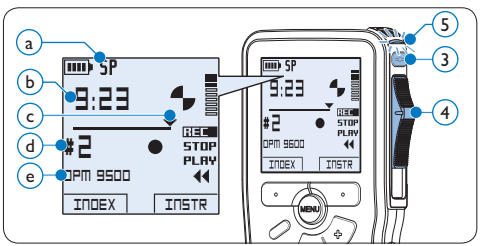
The NEW smart button is not displayed if the current recording is empty.



4. To start recording:
   - On the ***Digital Pocket Memo 9620***, move the slide switch (4) to the REC position and start speaking.
   - On the ***Digital Pocket Memo 9620***, press the REC button (3), move the slide switch (4) to the REC position and start speaking.

The status LED (5) glows in red (in overwrite mode) or green (in insert mode) while recording. The following information is displayed:

(a) Recording format
(b) Recording time
(c) Current position in the recording
(d) File number
(e) Keyword 1 (author name)



5. To stop recording:
   - On the ***Digital Pocket Memo 9600***, move the slide switch (4) to the STOP position.
   - On the ***Digital Pocket Memo 9620***, move the slide switch (4) to the RECP position and press the REC button (3).

Note

- For best results, speak clearly and keep the microphone about four inches (ten

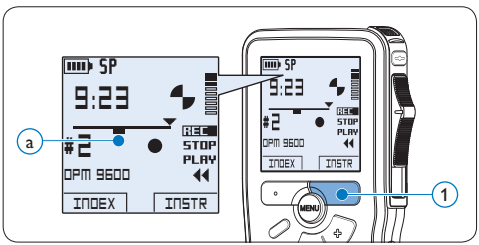
centimeters) away from your mouth.
- A beep will sound when the battery level drops below 10 % or the remaining recording time reaches two minutes.
- Press the INDEX smart button during recording or playback to insert an index mark. See *Work with index marks* on page 21 for more information.
- Press and hold the INSTR smart button during recording to record a spoken instruction. See the next chapter for more information.

4.1.2 Record a spoken instruction

Spoken instructions are recorded comments by the author that are directed to the person transcribing the dictation.

To insert a spoken instruction into a dictation file:

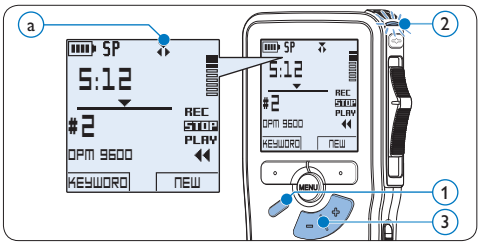
1. Press and hold the INSTR smart button (1) while recording.
2. Dictate the instruction.
3. Release the INSTR smart button (1) when the spoken instruction is complete. The spoken instruction is displayed as a solid line on the file position bar (a).



4.1.3 Add to a recording (insert/ overwrite)

Files are recorded in overwrite mode by default. Follow these steps to switch to insert mode to make additions to a recording:

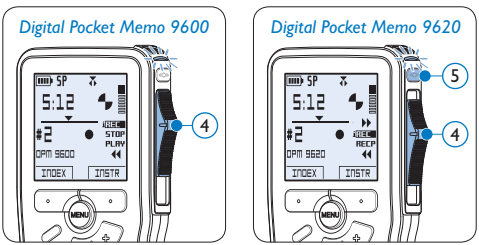
1. Press the FUNCTION button (1) while stopped to switch between *insert* or *overwrite mode*. The ◆▲ symbol (a) is displayed when in *insert mode*.
   - In *insert mode*, the record position of the slide switch reads iREC and the status LED (2) glows in green while recording.
   - In *overwrite mode*, the record position of the slide switch reads REC and the status LED (2) glows in red while recording.
2. Press the + or – button (3) to select the file into which the insertion should be made.
3. Play, forward or rewind to the position where the insertion should be made.



4. To insert an additional recording:
   - On the ***Digital Pocket Memo 9600***, move the slide switch (4) to the iREC position and start speaking. The insertion will not overwrite the recording.
   - On the ***Digital Pocket Memo 9620***,

press the REC button (5), move the slide switch (4) to the iREC position and start speaking. The insertion will not overwrite the recording.

5 To end the inserted recording:
- On the ***Digital Pocket Memo 9600***, move the slide switch (4) to the STOP position.
- On the ***Digital Pocket Memo 9620***, move the slide switch (4) to the RECP position and press the REC button (5).



6 If the recording is not finished, simply fast forward to the end of the file and continue recording.

7 Repeat from step 1 to return to overwrite recording mode.

4.1.4 Finish (lock) a recording

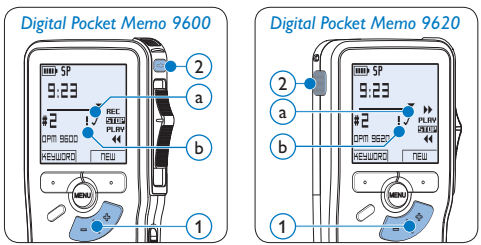
When a recording is finished and no additional changes will be made, follow these steps to mark it as finished and protect it from being accidentally deleted:

1 Press the + or – button (1) while in the stop position to select the recording to be marked finished.

2 Press the end-of-letter (EOL) button (2) to lock the file and mark it as finished. The ✓ symbol (a) is displayed.

3 To assign priority status to the recording, press the EOL button (2) again within half a second. The ! symbol (b) is displayed, indicating that the file has priority status.

4 To make changes to the recording, press the EOL button (2) again to remove the finished mark.



Tip

Philips SpeechExec software can be configured to download only those files from the Digital Pocket Memo to the PC that are marked finished.

Caution

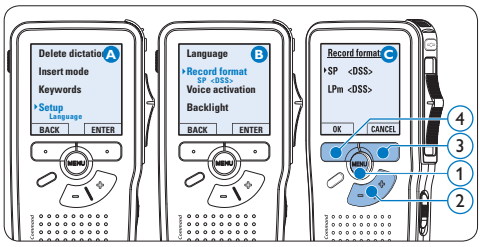
Locked files are deleted when the memory card is formatted or the delete-all-dictations function is used.

4.1.5 Change the recording format

The recording format determines the audio quality of recordings and affects the number of audio files that can fit on the memory card. The Digital Pocket Memo supports the following recording formats:

- Quality Play (QP) requires 1 megabyte for 5 minutes of recording.
- Standard Play (SP) requires 1 megabyte for 10 minutes of recording.
- Long Play mobile (LPm) requires 1 megabyte for 15 minutes of recording.

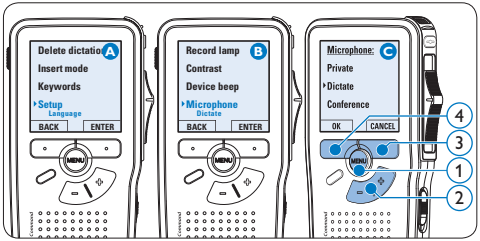
1. Press the MENU button (1) while in the stop position to open the menu.
2. Press the + or – button (2) to select the *Setup* menu item and press the ENTER smart button (3).
3. Press the + or – button (2) to select the *Record format* menu item and press the ENTER smart button (3).
4. Press the + or – button (2) to choose between *QP*, *SP* and *LPm*.
5. Press the OK smart button (4) to save the setting or press the CANCEL smart button (3) to exit the sub-menu without changing the setting.



4.1.6 Adjust the microphone sensitivity

Set the microphone sensitivity for the environment and your recording preferences.

1. Press the MENU button (1) while in the stop position to open the menu.
2. Press the + or – button (2) to select the *Setup* menu item and press the ENTER smart button (3).
3. Press the + or – button (2) to select the *Microphone* menu item and press the ENTER smart button (3).
4. Press the + or – button (2) to choose the microphone sensitivity: *Private* (low), *Dictate* (medium) and *Conference* (high).
5. Press the OK smart button (4) to save the setting or press the CANCEL smart button (3) to exit the sub-menu without changing the setting.

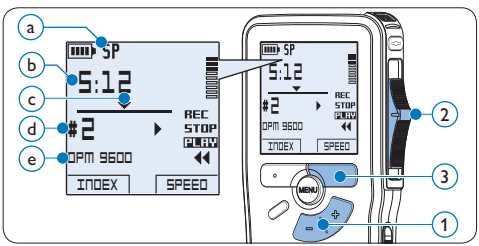


4.2 Playback

1. Press the + or – button (1) while in the stop position to select the file to play and locate the beginning of the recording.
2. Move the slide switch (2) to the PLAY position to start playback.

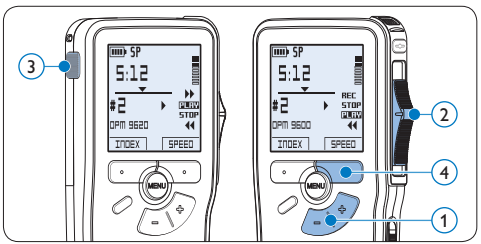
   The following information is displayed:
   - (a) Recording format
   - (b) Playback position (minutes : seconds)
   - (c) Current position in the recording
   - (d) File number
   - (e) Keyword 1 (author name)

3. Press the + or – button (1) to adjust the playback volume during playback.
4. Press the SPEED smart button (3) to adjust faster or slower file playback.
5. Move the slide switch (2) to the STOP position to stop playback.



4.2.1 Overview of playback functions

File selection	Press the + button (1) once while in the stop position to skip to the end of a file. Press the + button again to skip to the beginning of the next file. Press the – button (1) once while in the stop position to skip to the beginning of a file. Press the – button again to skip to the end of the previous file.
Fast rewind	Move the slide switch (2) to the ◀◀ position. Move the slide switch to the STOP position to stop rewinding or the PLAY position to stop rewinding and begin playback.
Fast forward	On the **Digital Pocket Memo 9600**, press and hold the FWD button (3) while in the stop or play position. Release the FWD button to stop forwarding. On the **Digital Pocket Memo 9620**, move the slide switch (2) to the ▶▶ position. Move the slide switch to the STOP position to stop forwarding or the PLAY position to stop forwarding and begin playback.
Playback speed	Press the SPEED smart button (4) during playback to adjust faster or slower file playback.



4.3 Delete

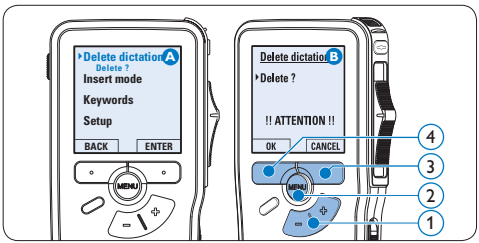
Note

Before deleting a file, make sure that it is not marked finished and that the memory card is not set to read-only (locked). If the file is marked finished, unlock it by pressing the EOL button once.

4.3.1 Delete a file

Follow these steps to delete a file entirely:

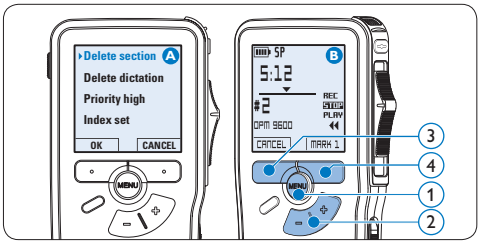
1. Press the + or – button (1) while in the stop position to select the file to be deleted.
2. Press the MENU button (2) to open the menu. The *Delete dictation* menu item is selected.
3. Press the ENTER smart button (3) to enter the sub menu.
4. Press the OK smart button (4) to delete the file permanently. Press the CANCEL smart button (3) to cancel the operation and leave the recording intact.



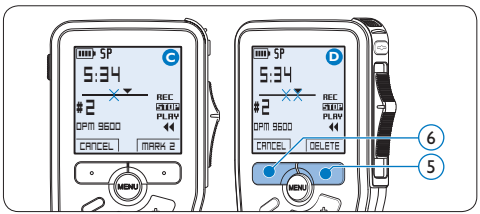
4.3.2 Delete part of a recording

Follow these steps to delete a section from a recording:

1. Press the MENU button (1) while in the stop position to open the menu.
2. Press the + or – button (2) to select the *Delete section* menu item and press the OK smart button (3).
3. Using the play, forward or rewind functions, navigate to the beginning of the section to be deleted. Press the MARK 1 smart button (4). A cross symbol appears on the screen.



4. Navigate to the second mark position using playback, forward or rewind. Press the MARK 2 smart button (5). The second cross appears.
5. Press the DELETE smart button (5) and the OK smart button (6) to confirm the deletion of the marked section, or press the CANCEL smart button (5) to exit without deleting.



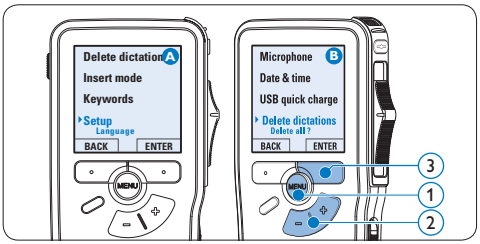
4.3.3 Delete all dictations

Caution

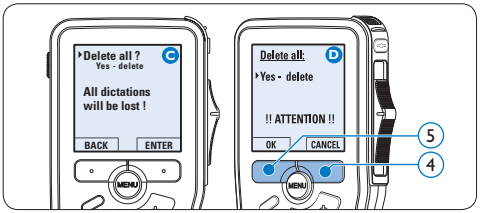
Files marked finished (EOL) are deleted when the delete-all-dictations function is used.

Follow these steps to delete all recordings:

1. Press the MENU button (1) while in the stop position to open the menu.
2. Press the + or – button (2) to select the *Setup* menu item and press the ENTER smart button (3).
3. Press the + or – button (2) to select the *Delete dictations* menu item and press the ENTER smart button (3).



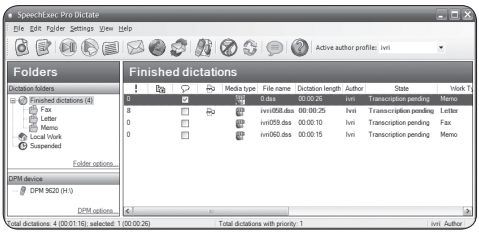
4. Press the ENTER smart button (4) and the OK smart button (5) to confirm the deletion, or press the CANCEL smart button (4) to exit without deleting.



5 Use more of your Digital Pocket Memo

5.1 Use Philips SpeechExec software

Philips SpeechExec software can be used for advanced configuration of the Digital Pocket Memo, automatic download, conversion and routing of dictation files.



Note

For detailed information about *SpeechExec* software, refer to the SpeechExec user manual.

5.1.1 Advanced configuration

The Digital Pocket Memo Configuration Wizard is part of the *Philips SpeechExec Pro Dictate* software. It guides users through the device configurations and settings of the Digital Pocket Memo. The wizard assists in configuring time format, sound feedback, voice-activated recording, display appearance (standard or advanced display mode), recording format, microphone sensitivity, keywords, and file download to the PC.

1. Connect the Digital Pocket Memo to the PC using a USB cable.
2. Start *Philips SpeechExec Pro Dictate* software.
3. Click Settings > General settings on the menu bar of SpeechExec to open the settings menu and select DPM/DT Configuration > DPM Wizard from the list on the left side.
4. Click the Start Wizard… button to open the wizard. Follow the on-screen instructions to customize the Digital Pocket Memo.
5. Click the Finish button to close the wizard and confirm the transfer of the new settings to the Digital Pocket Memo.

Note

When the Digital Pocket Memo is connected to the PC for the first time, Windows detects the new hardware and automatically installs the required drivers. When the installation is complete, Windows may prompt you to restart the PC.

5.1.2 Download recordings to the PC

With USB mass storage support, the Digital Pocket Memo is automatically displayed as an external drive when it is connected to the computer. It can then be accessed easily with any Microsoft Windows program as a regular drive.

Use *Philips SpeechExec* software for automatic download, conversion, and routing of files.

1. Make a recording with the Digital Pocket Memo.
2. Start *Philips SpeechExec Pro Dictate* software.
3. Connect the Digital Pocket Memo to the PC using the USB cable or the USB docking station.
4. By default, the recordings on the Digital Pocket Memo will be downloaded automatically to the PC and moved to the *Finished dictations* folder of the work list.

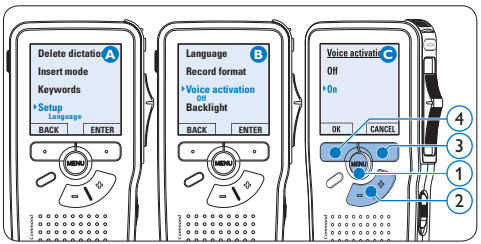
Note

How and which files are downloaded after a Digital Pocket Memo is connected can be configured in the settings menu of *SpeechExec* or with the Configuration Wizard.

5.2 Use voice-activated recording

Voice-activated recording is a convenience feature for hands-free recording. When voice-activated recording is enabled, recording will start when you begin speaking. When you stop speaking, the Digital Pocket Memo will automatically pause recording after three seconds of silence, and resume only when you begin speaking again.

1. Press the MENU button (1) while in the stop position to open the menu.
2. Press the + or – button (2) to select the *Setup* menu item and press the ENTER smart button (3).
3. Press the + or – button (2) to select the *Voice activation* menu item and press the ENTER smart button (3).
4. Press the + or – button (2) to choose *Off* or *On*.
5. Press the OK smart button (4) to save the setting or press the CANCEL smart button (3) to exit the sub-menu without changing the setting.



6. To start recording:
   - On the ***Digital Pocket Memo 9600***, move the slide switch (6) to the REC

position and start speaking.

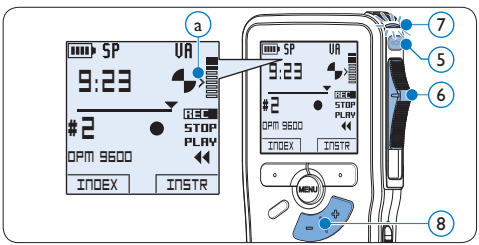
- On the ***Digital Pocket Memo 9620***, press the REC button (5), move the slide switch (6) to the REC position and start speaking.

The status LED (7) glows in red (in overwrite mode) or green (in insert mode) while recording. When the sound level drops below the threshold sound level (a), recording pauses after three seconds and the status LED flashes.

7 Press the + or – button (8) to adjust the threshold sound level (a) while recording.

8 To stop recording:

- On the ***Digital Pocket Memo 9600***, move the slide switch (6) to the STOP position.
- On the ***Digital Pocket Memo 9620***, move the slide switch (6) to the RECP position and press the REC button (5).

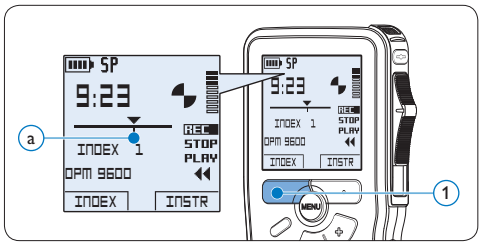


5.3 Work with index marks

Index marks can be used to mark certain points in a recording as points of reference. A point of reference may be the beginning of a major section, or a part of the recording that you may want to revise later or access quickly.

5.3.1 Insert an index mark

1 Press the INDEX smart button (1) during recording or playback to insert an index mark (a). The index number is displayed for two seconds.

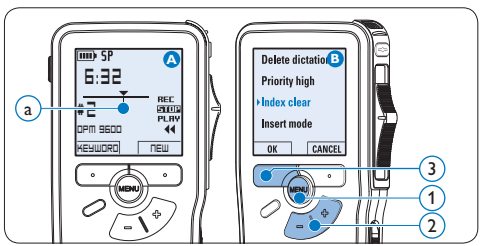


5.3.2 Delete an index mark

1 Play, fast forward or fast rewind to the index mark to be deleted (a).

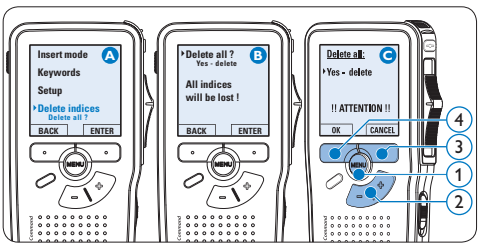
2 Press the MENU button (1) while in the stop position to open the menu.

3 Press the + or – button (2) to select the *Index clear* menu and press the OK smart button (3).



5.3.3 Delete all index marks

1. Press the MENU button (1) while in the stop position to open the menu.
2. Press the + or – button (2) to select the *Delete indices* menu item and press the ENTER smart button (3).
3. Press the ENTER smart button (3) and the OK smart button (4) to confirm the deletion, or press the CANCEL smart button (3) to exit without deleting.



Note

The *Delete Indices* menu item is available only if the current file has at least one index mark.

5.4 Assign a keyword

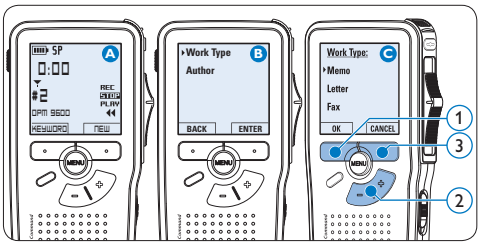
One or more keywords, such as the author's name, can be assigned to every recording. Keywords can be used to identify recordings and automatic file routing in *Philips SpeechExec* software.

Note

Keywords must first be set up with *Philips SpeechExec* software. See *Advanced configuration* on page 19 for more information. By default, the keyword category *Author* with the keywords 'DPM 9600' and '- - -' (empty) and the category *Work type* with the keywords 'Memo', 'Letter', 'Fax' and 'Report' are available on the Digital Pocket Memo.

To assign a keyword to a recording:

1. Press the KEYWORD smart button (1) while in the stop position to display the list of keyword categories.
2. Press the + or – button (2) to select a category.
3. Press the ENTER smart button to display the list of keywords for the category.
4. Press the + or – button (2) to select a keyword.
5. Press the OK smart button (4) to confirm or the CANCEL smart button (3) to exit without assigning a keyword.



5.5 Use Voice Command

Voice Command allows to add keywords to dictation files by speaking them.

Note

The Voice Command feature must be enabled with *Philips SpeechExec* or the software application of your system integrator and the proper configuration (keywords, codes to use) and settings must have been transferred to the Digital Pocket Memo. See *Advanced configuration* on page 19 for more information.

5.5.1 Voice command training

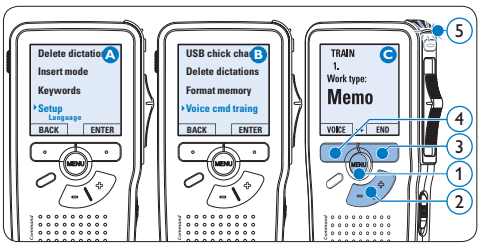
The voice recognition engine of the Digital Pocket Memo must be trained to recognize your voice and way of speaking. You can quickly train the Digital Pocket Memo to recognize individual numbers and letters of the alphabet, as well as keywords. The training process takes only a few minutes.

Follow these steps to train the Digital Pocket Memo:

1. Press the MENU button (1) while in the stop position to open the menu.
2. Press the + or – button (2) to select the *Setup* menu item and press the ENTER smart button (3).
3. Press the + or – button (2) to select the *Voice cmd traing* menu item and press the ENTER smart button (3).

   Note

   The voice command setting must be activated in *Philips SpeechExec* or the software application of your system integrator for this option to appear in the menu.
4. The first keyword is displayed. Press and hold the VOICE smart button (4) and say the keyword. Release the VOICE smart button when the status LED (5) glows in green. Press the + button to skip training the current item and continue to the next.
5. The Digital Pocket Memo will prompt you to repeat the word. Press and hold the VOICE smart button (4) and say the keyword again. Release the VOICE smart button when the status LED (5) glows in green (training was successful) or red (training was not successful). If the training was successful, the Digital Pocket Memo will automatically advance to the next keyword. Repeat from step 4 until you have trained all keywords.



Note

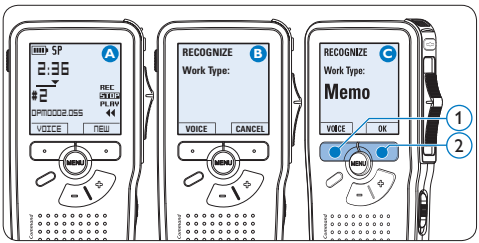
If you have configured Voice Command to use alphanumeric characters, the training procedure starts with with numbers (0-9), followed by letters (A-Z), then special characters. For recognition of letters, say the word for each letter, such as “alpha” for A, “bravo” for B and so on.

Tip

Voice recognition performance can be adversely affected by background noise during training, or words that sound similar, such as “four” and “door”. The Digital Pocket Memo may prompt you to repeat the training procedure to guarantee reliable voice recognition.

5.5.2 Enter keywords using voice command

1. Press and hold the VOICE smart button (1) while stopped to activate the keyword recognition mode.
2. Say the keyword or the word for the next character. If the word is recognized, the corresponding keyword or character is displayed.
3. Release the VOICE smart button.
4. Press the OK smart button (2) to accept the keyword and assign it to the current recording, or repeat from step 1 to modify the keyword.



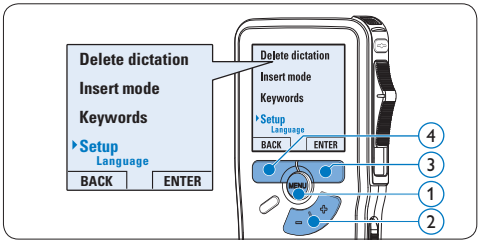
Note

A keyword can have a maximum of 15 characters. For more than 7 characters, the character size will be reduced to fit the display.

5.6 Menu settings

To access the Digital Pocket Memo menu:

1. Press the MENU button (1) while in the stop position to open the menu.
2. Press the + or – button (2) to select the next/previous menu item.
3. Press the ENTER smart button (3) or the MENU button (1) to enter a sub-menu. Press the BACK smart button (4) to exit the menu.
4. Press the + or – button (2) to select a function.
5. Press the OK smart button (4) to confirm a selection or the CANCEL smart button (3) to exit a sub-menu without changing a setting.

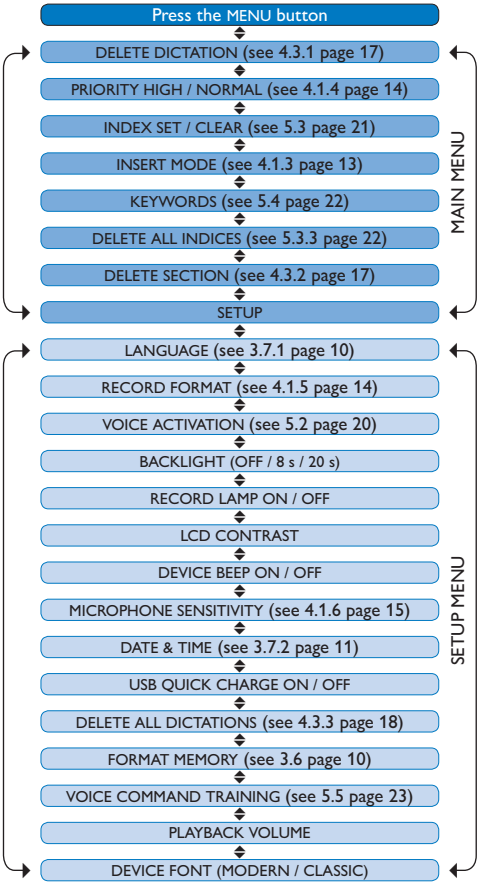


5.6.1 Menu list

Note

- Some settings, such as defining keywords or switching to the simple display mode, are available only through *Philips SpeechExec Pro Dictate*. See *Advanced configuration* on page 19 for more information.
- Press and hold the MENU button for a few

seconds to access additional information about files, the device, and the memory card.


Press the MENU button
DELETE DICTATION (see 4.3.1 page 17)
PRIORITY HIGH / NORMAL (see 4.1.4 page 14)
INDEX SET / CLEAR (see 5.3 page 21)
INSERT MODE (see 4.1.3 page 13)
KEYWORDS (see 5.4 page 22)
DELETE ALL INDICES (see 5.3.3 page 22)
DELETE SECTION (see 4.3.2 page 17)
SETUP
MAIN MENU
LANGUAGE (see 3.7.1 page 10)
RECORD FORMAT (see 4.1.5 page 14)
VOICE ACTIVATION (see 5.2 page 20)
BACKLIGHT (OFF / 8 s / 20 s)
RECORD LAMP ON / OFF
LCD CONTRAST
DEVICE BEEP ON / OFF
MICROPHONE SENSITIVITY (see 4.1.6 page 15)
DATE & TIME (see 3.7.2 page 11)
USB QUICK CHARGE ON / OFF
DELETE ALL DICTATIONS (see 4.3.3 page 18)
FORMAT MEMORY (see 3.6 page 10)
VOICE COMMAND TRAINING (see 5.5 page 23)
PLAYBACK VOLUME
DEVICE FONT (MODERN / CLASSIC)
SETUP MENU

6 Technical data

Connectivity
- Docking connector: 8 pin female
- USB: Mini-USB 2.0 female (full speed, 12 Mbit/s)
- DC in: 6 V
- Microphone: 3.5 mm, impedance 2 kΩ
- Earphone: 3.5 mm, impedance 8 Ω or more
- Memory card: Secure Digital (SD)/Multimedia (MMC)

Display
- Type: TFT-Transreflective
- Diagonal screen size: 44 mm / 1.71 “
- Resolution: 128 x 128 pixels
- Backlight colour: White

Recording format
- .dss / .dss Pro (Digital Speech Standard)

Recording modes
- Quality Play mode (QP)
- Standard Play mode (SP)
- Long Play mobile mode (LPm)

Recording media
- Memory: Secure Digital (SD) / MMC: up to 2 GB
- Recording time (QP / SP / LPm): 21 / 44 / 65 hours with 256 MB card

Sampling frequency
- QP mode: 16 kHz
- SP mode: 12 kHz
- LPm mode: 8 kHz

Compression rate
- QP mode: 26 kbit/s
- SP mode: 13.5 kbit/s
- LPm mode: 9 kbit/s

Speaker
- Built-in 30 mm round dynamic speaker
- Output power: 200 mW

Power
- Battery type: two Philips AAA Ni-MH rechargeable batteries (LFH 9154) or two AAA batteries (LR03 or R03)
- Power supply (optional): 6 V DC / 850 mA

Battery life (SP mode)
- 17 hours with Philips Ni-MH rechargeable battery
- 15 hours with Philips alkaline battery

Green Specifications
- Compliant to 2002/95/EC (RoHS)
- Lead-free soldered product

Operation conditions
- Temperature: 5° - 45° C / 41° - 113° F
- Humidity: 10 % - 90 %

Specifications
- Product dimensions (WxDxH): 50 x 116 x 17 mm / 2.0 x 4.6 x 0.7 "
- Weight: 106 g / 3.7 oz including batteries

Optional accessories
- LAN Docking Station 9160
- Barcode module 9294
- Rechargeable batteries 9154
- Power supply 9146
- Philips Secure Digital (SD) memory card
- Headphones 334

Disclaimer and Notices

Philips performs extensive testing with the most popular configurations. However, since PC add-ons and device drivers are updated continually, conflict-free operation cannot be guaranteed.